



# HR SERVICES


---

## SCOTLAND



Human Resources | Employment Law | Health & Safety |  
Health & Safety Accreditations | ISO Certification | Leadership & Management Training





HR Services Scotland are a leading provider in Human Resources, Employment Law, Health & Safety and Leadership & Management Training in Scotland and across the UK.





*People are the centre of our business. We strive to deliver excellence, adding real value to our clients. We get to know our clients, their employees and their businesses, allowing us to help them grow and develop whilst utilising our expertise.*

*Andy Purdon*

Director, Andy Purdon



## OUR PEOPLE ARE OUR GREATEST ASSET

Our services provide all employers, big or small, with professional and cost effective support.

We bring knowledge, expertise and experience to each of our clients. We will protect your interests, listen before we act and give you the confidence that you and your company are legally compliant.

We offer a full-service consultancy for a range of clients in private sector, public sector and the third sector, providing a complete framework to support and protect businesses.

Pivotal to the success of any business is that any HR practice is handled by qualified professionals.

Our dedication to working in partnership with our clients and our expertise in delivering solutions for employers has positioned us as a leading provider of HR Services, Employment Law, Health and Safety Training and Leadership & Management Training.

# AT THE CORE OF OUR BUSINESS IS TRUST.

We strive to exceed your expectations by giving professional advice and support which will enable you to develop and grow your business.

In an increasingly digital age, our team of experts are at the top of their game, utilising new technology and software packages to help support businesses. As employers, you need to know where to turn and who to trust.

Our expertise, with an open and honest approach, together with our unrivalled market knowledge and understanding of up-to-date legislation will be at your disposal on a daily basis.

We work closely with our clients to understand their specific needs and the needs of their business.

In short, we are good at what we do and we want you to experience the best.





# HUMAN RESOURCES

## Key to a Successful Business

As a leading provider of HR Services in Scotland and across the UK, the knowledge and the experience we bring to our clients is unrivalled. We provide all employers, big or small, with professional and cost effective people management support.

We have a rapidly growing reputation for handling complex cases and giving necessary advice to our clients. Our dynamic team works with businesses on a daily basis to resolve any issues they may be having, saving companies time and money and helping them to grow.

We work closely with our clients to understand their specific needs and the needs of their business. We are not only at the end of a phone, we will sit down with our clients face-to-face and find innovative solutions to any problems they may be experiencing.

We will protect your interests, listen before we act and give you the confidence that you and your company are legally compliant.

Pivotal to the success of any business is ensuring that any HR practice is handled by qualified professionals. We are proud to say that we have some of the best people on board.

Our consultants will be there to answer your concerns. We will ensure HR Services Scotland is accessible, that you get the services you require when you need them, and that we meet your business needs and expectations.

Online and offline, during the course of any working day, no two situations are the same, and employers need to know where they stand and who they can trust. But don't just take our word for it, our clients have given us some glowing reviews which we are delighted to share with you.

“A vital issue for employers is that we know our rights and obligations. HR Services Scotland are able to provide our Company with the answers and the know-how when we need it - 24 hours a day, 7 days a week”

**George Paterson**

Managing Director, Clyde Solutions



# EMPLOYMENT LAW

## Empowering People

Assisting a diverse range of clients across various business sectors, our teams provide a range of employment law services, giving employers protection and securing their business interests.

With the scope of employment law appearing daunting and regulations imposed on business, we understand the commercial impact on employers and focus on providing proactive risk management advice.

Working with our employment law partners, Scotland's premier dispute resolution legal practice, we have access to an unrivalled expertise within HR Services Scotland.

We will work with you to protect the rights of all parties.

Our core value is trust, and through building this trust and confidence we will deliver results.





By working in close partnership our employment lawyers, we ensure your interests are protected and we can help you manage a stable and productive workforce.

Working with a firm at the forefront of legal practice is an asset to HR Services Scotland, and with 26 partners achieving highly rated personal rankings, the abundance of talent at our disposal is unrivalled.

HR Services Scotland and our panel of employment law partners share a common core value; people. Our services are developed and delivered with our client's requirements in mind.

At the centre of our business, meeting the needs of clients and staff is pivotal. The team at HR Services Scotland aim to ensure that your interests are protected by professionals who know the law and can use it to achieve the best outcome for you and your business.

Our experienced consultants work hand-in-hand with our employment law partners from the start of your case, to the tribunal, should it reach that stage.

Working with DAS, we are able to offer our clients commercial legal protection.

“I have been using HR Services Scotland for several years now. Their HR advice is always prompt, accurate and easy to understand. Their advice has proved to be invaluable over the years, covering subjects from day to day employment issues; to more sensitive issues such as disciplinary matters. I am continually impressed with the down to earth approach and very sound advice I receive whenever I need it.”

**Lindsay Wilson**

Operations Director – VWS Ltd

# COMMERCIAL LEGAL PROTECTION

Our bespoke Commercial Legal Protection policy from DAS Insurance is designed to help our clients get legal advice as early as possible.

This allows us to confirm that cover is in place and the issue is proactively dealt with before a problem arises, such as an employment tribunal or commercial contract dispute.

If a more serious legal problem occurs, the policy will provide cover for legal representation and cover for legal expenses if you need to take the matter to court.







## Insurance key facts

- ⬡ Industry leading cover from DAS
- ⬡ Bespoke Commercial Legal Protection cover for clients of HR Services Scotland Ltd
- ⬡ Comprehensive cover up to the value of £100,000 for any individual claim
- ⬡ Zero excess payable
- ⬡ The claims triggers include a letter from a solicitor alleging a wrongful act and demanding a monetary amount, ACAS Early conciliation contact and ET1 forms being received
- ⬡ Clients can use DAS own panel of Employment Lawyers

“HR Services Scotland provide us with round the clock assistance for all our HR and H&S needs.

*They have supported us over the years and we have always found them to be highly professional and have provided us with valuable advice on many complex business issues.*

*We look forward to continuing our partnership with them for many years to come.”*

**Fiona McInnes**

CEO – Clydebank Co-operative Society Ltd.



A vital issue for employers  
today is Health and  
Safety in the workplace.



# Health and Safety

## Protecting you and your employees

HR Services Scotland provides Health and Safety solutions for businesses. We work with clients to provide practical ways to ensure Legal Compliance in Health and Safety at work.

If you need advice and support, training or consultancy, we are here to help. With potential prosecutions and convictions for breaches of Health and Safety regulations, and the increasing claims for personal injuries, it is necessary that you and your company comply with current legislation.

Making effective pro-active use of our advice service will enable you to have a greater understanding of your legal Health and Safety obligations as an employer.

All Health and Safety legislation requires employers to provide a safe place in which to work - as is reasonably practicable. We can help you understand the Acts of Parliament and Regulations that you will need to adhere to, ensuring you have in place an effective Health and Safety management system.

HR Services Scotland is here to guide you through difficult times. We will assist you through any accidents, ensuring you complete the correct reporting procedures, supporting you every step of the way. Complying with Health and Safety is the law. Protect your employees, your business and yourself by complying with your statutory Health and Safety responsibilities.

*We will work with you to develop a comprehensive Health and Safety management system to adopt and maintain a safe working environment.*



# HEALTH & SAFETY ACCREDITATIONS

CHAS, Constructionline, SafeContractor  
Safety Schemes in Procurement (SSIP) Applications

If you are not registered with the relevant Safety Schemes in Procurement (SSIP) such as CHAS, Constructionline and SafeContractor etc. then you may find that certain clients and local authority frameworks will exclude you from their approved contractors and tender lists altogether.

HR Services Scotland can assist you with your SSIP applications i.e. CHAS, Constructionline and SafeContractor etc.



# What can HR Services Scotland do to help?

CHAS, Constructionline and SafeContractor are the 3 mainSSIP Health and Safety Pre-Qualification schemes used by many organisations/local authorities to select which contractors are invited to tender for their work. However, for many businesses, these pre-qualification scheme applications can be daunting and time consuming.

Our Health and Safety Consultants will complete your CHAS, Constructionline and SafeContractor pre-qualification application to help you to become registered quickly and to let you get on with what you do best.

## Our service will include:

- Depending where you are located we will offer an initial face to face meeting to understand all the business requirements and gather the correct information to lodge your application
- Working with key stakeholders to create all of the documentation required to fulfil the needs of the application i.e. H&S policy, risk assessments and method statements, COSHH assessments, toolbox talks, training matrix, equal opportunities policy, modern slavery policy/statement etc. if required
- Use of our online training portal to train any staff who require additional training i.e. manual handling, fire awareness, asbestos awareness, COSHH awareness, working at height etc. (this will be at an additional charge, however will be discounted)

*Our prices cover all time spent dealing with and submitting your application. No additional charges are payable.*



# ISO CERTIFICATION

The International Organisation for Standardisation (ISO) is an independent organisation which creates standards providing guidelines and requirements for organisations to comply with to ensure products, processes and materials are fit for purpose.

These standards are recognised internationally therefore organisations certified to a standard can trade anywhere in the world and the customer can expect a consistently high level of quality.







## The standards we support on are as follows

ISO 9001	Quality Management Systems Requirements
ISO 14001	Environmental Management System
ISO 27001	Information Technology, Security Techniques, Information Security Management Systems
ISO 45001	Occupational Health and Safety Management Systems
BRC Global Standard	Packaging and Packaging Materials

### Key Benefits

Some of the benefits of implementing a robust management system in line with the standards are as follows:

- Continual improvement, streamline operations, reduce costs
- Expand your opportunities in the market place by participating in tenders and being considered by organisations who only operate within a certified supply chain
- Increase customer focus and satisfaction to not only increase your current client base but ensure you retain the clients you have through consistent measurement and improvement.
- Build a sustainable model fit for growth
- Demonstrate strong corporate governance
- Work effectively with stakeholders as well as your supply chain
- Identify and manage risks and opportunities to give your customer base confidence that contingencies are in place
- Create a framework and infrastructure across all disciplines of the business for clear factually based information used to improve all areas of the organisation.

“HR Service Scotland’s support and advice was invaluable when implementing ISO 9001 and ISO 27001. They helped tailor the journey to the accreditation around our business and requirements which assured as a company we have introduced policies and procedures which work for us. We have no hesitation in recommending HR Services Scotland for the fantastic work and support they provide”

**Julia Lavelle BA (Hons) MSc GDPR-P**  
Director - Etellect Ltd

## THE SERVICES WE PROVIDE

We work with organisations of various sizes and across many different sectors to support them in achieving ISO certification. The main services within the project are detailed below with an optional maintenance programme where required:

- ⬡ Gap analysis to identify current arrangements in place against the standard(s)
- ⬡ Bespoke system build
- ⬡ Awareness training and roll out
- ⬡ Implementation
- ⬡ Internal Audit
- ⬡ Support through Stage 1 (with certification body)
- ⬡ Support through Stage 2 (assessment with certification body)
- ⬡ Any ongoing maintenance and support requirements





## We also offer an integrated management system for companies working towards more than one standard.

HR Services Scotland deliver consultancy to many organisations varying in size and industry. All operational businesses will have processes in place so rather than re-write the book, we work with you to understand your business needs and create a management system in line with your current practices.

Your management system will be created using the Plan-Do-Check and Act approach providing factual evidence relating to each of the processes which are regularly reviewed and improvements planned and implemented.

With HR Services Scotland, you can enjoy the benefits of a user-friendly, flexible, streamlined and simplified management system that meets the requirements of the standard.

We work with you to create a system that is fully comprehensive to all staff with a lot, a little or no experience working with the chosen management system. We are here to support you every step of the way.

Not only will your management system raise internal efficiency, it will also offer greater opportunities within the marketplace. As standards are rising, many companies who have a certified management system in place are sourcing suppliers certified to create a certified supply chain.

*Your Management System will also enable you to participate in tendering opportunities as well as global contracts as your overseas clients will recognise the standards to which you operate*



# LEADERSHIP & MANAGEMENT TRAINING

## Building a winning team

Building a winning team that will drive your organisation forward requires you to know the strengths and challenges facing your greatest asset; your people.

At HR Services Scotland, we strive to deliver excellence by recruiting innovative and dynamic people to represent our company.

From the creatives to the forward thinkers, the visionaries to the competitive, profiling allows companies to learn about the types of employees they are hiring and how their company will benefit. Tried and tested, personality and behavioural profiling in the workplace provides an accurate insight into how people behave at work.

Businesses use behavioural profiling to gain a greater level of certainty in their recruitment and development programmes. Your business can learn what motivates staff and gain an understanding of how members in a team can work to complement each other.





To grow your business, you must develop your people. And many companies we work with share this belief.

From the young apprentice to the experienced professional, each employee has their own unique skills and assets. It is our role to bring these to the forefront and enhance employee confidence.

Bringing a variety of skills together will allow your company to develop leaders and managers - who will drive your organisation forward.

You will reap the rewards. Confidence breeds success, success inspires greatness and at the heart of this are the people who are working for your organisation.

*In order for your business to grow, you must develop your people and many companies. The use of behavioural profiling gives your recruitment and development programmes more mileage.*





Our ability to deliver results is the basis of our growing reputation and we are proud of this. To benefit from our services or to find out more about our experience and what we have to offer visit [www.hrscotland.co.uk](http://www.hrscotland.co.uk) or email us at [info@hrscotland.co.uk](mailto:info@hrscotland.co.uk) or call us on 0800 652 2610.

- ① @HrServicesScotland
- ② HR services scotland
- ③ @HRServiceScot

